

\* \* \* \* \*

UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

\* \* \* \* \*

No. 108

Job vacancy

November 12, 2010

**OPEN TO:** All Colombian Candidates

**POSITION:** SECRETARY ADMINISTRATIVE ASSISTANT  
(0011857A1)

**OPENING DATE:** Friday, November 12, 2010 at 8:00 a.m.  
Bogota Time

**CLOSING DATE:** Friday, November 26, 2010 at 4:00 p.m.  
Bogotá Time

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC-7 Col. Ps. \$31,594,550.00-  
Col Ps. \$52,131,002.00

Final salary determination based on incumbent documented salary history, not to exceed the maximum amount established in this advertisement.

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form no later than the closing date at 4:00 p.m. Eastern Standard Time.
- Applicants may attach copies of any other documentation (e.g. cover letter, essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.
- Applicants must request an application form at the Embassy reception desk or you may print it out by accessing the Embassy web page:

<http://bogota.usembassy.gov> under “Recursos Humanos-Vacante”. The form may be requested via e-mail at: [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov)

**SUBMIT APPLICATION TO:**

American Embassy  
c/o USAID Human Resources Section  
Carrera 45 No. 24B - 27  
Bogota, Colombia

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

**APPLICANTS WHO ARE NOT SELECTED FOR INTERVIEWS WILL NOT BE CONTACTED.**

**PROFILE OF THE POSITION**

The U.S. Agency for International Development is seeking an individual for the position of Secretary Administrative Assistant for the Executive Office (EXO).

**BASIC FUNCTION OF POSITION**

As the EXO Secretary Administrative Assistant, the incumbent will provide bilingual (English-Spanish) secretarial support to the Executive Office staff members. She is responsible for managing all documentation processes for the Unit, through the e-mail or Internal Memorandums, or with letter heads stationary both in English and Spanish. To distribute within all the Mission the signed documents by the Executive Officer and/or acting EXO; attach the necessary background information either from the files of from staff members concerned for the EXO's signature or prepare draft replies from verbal or written instructions; to provide Supervisor with comprehensive materials for action and last minute requests. In the absence of the Supervisor, refers important correspondence to the Acting Officer. At all times to maintain a smooth and timely flow of information within the Mission. To maintain work relations harmoniously with other staff members. Serve as backup secretary to different Mission offices, including the Front Office. Maintains files and records and serves as the files custodian for the Executive Office. Keeps the EXO's calendar.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer Focus, 2. Managing for Results, 3. Empowerment and Accountability, 4. Teamwork and Participation, and 5. Valuing Diversity.

- a. The primary purpose of this position is to serve as the secretary to the Executive Officer and to the other EXO's staff members. Make appointments and maintain the EXO and/or EXO In-Charge calendar. Screens visitors and telephone calls: provides information guidance and assistance to visitors and callers as appropriate.
- b. Monitor the status of correspondence to assure timely preparation of responses and completion of internal clearances. Prepares English and Spanish memorandums, letters, and other types of routine correspondence. Retrieves information required by the Executive Office staff with little or no guidance. Request the temporary security passes and the Property Removal Request for the EXO unit employees; process the name checks and airport passes upon requests to the RSO.
- c. Maintain files and record and serves as the files custodian for the Executive Officer and support the EXO staff when required. Process the following charts: Handy contact phone numbers of international staff, every time there is a change, and distribute them accordingly; Prepare the Detail Emergency Preparedness list of the Mission including all Mission Contractors, and inform Systems so they will distribute it to the authorized employees; Update the USAID Cascade list regularly. A detail version will have a limited distribution. Prepare a short version to be distributed within the Mission and the RSO; Keep the Unit's Annual Leave chart updated every two months where R&R, Training, Home Leave, Compensatory and sick leave are registered.
- d. Assist the staff members of the Executive office and other Mission personnel in the organization of conferences and events; assist with logistical arrangements such as hotels and conference room reservations. Elaborate the calculations, TARs, TAs and Travel Vouchers in the current travel system for the section's employees for national and international trips.
- e. Make extensive travel arrangements and provide support for TDYs, DHs or USPSC's traveling to Bogotá, preparing their Welcome kits and pre/arrival information for staff arriving at post.
- f. With very limited supervision prepare a series of administrative reports of high impact for the Mission's achievement of its goals:

- i. Country Clearance Requests Cables for all the Mission, linking it with the ICASS factor;
  - ii. Prepare the daily, the weekly, three weeks and three months projection CAP report to POL/ECON, taking into consideration at all times the USAID CAP ceiling;
  - iii. Help with Reports for the EXO unit. Those reports include but are not limited to Web Pass, ICASS Workload Counts, FAST Report, Time and Attendance reports, MPP counts.
- g. Other duties assigned by the supervisor.

**REQUIRED QUALIFICATIONS:**

**Note: Candidates who do not meet these required qualifications will not be considered.**

a. Education:

A high school education is required.

b. Prior Work Experience:

Three to five years of experience as Secretary Administrative Assistant.

d. Language Proficiency:

Superior writing and editing capabilities in Spanish. Fluent written and spoken English (Level IV).

e. Knowledge:

Good knowledge of normal business and administrative practices and office procedures.

f. Abilities and Skills:

Ability to learn USAID regulations, procedures, and practices governing program and project documentation. Ability to maintain contacts and deal with USAID and counterpart personnel to process and clear activities documents. Ability to recognize and adjust work priorities as required. Skill in the operation of Microsoft Office Suite, office information systems, and copy machines. Requires ability to learn and use the Automated Directives System (ADS), to read and understand USAID handbooks, USAID/Colombia Mission Orders and related documents.

g. Post Entry Training:

On-the-job training on USAID procedures and regulations.

**POSITION ELEMENTS**

a. Supervision Received:

Receives day-to-day supervision from the Executive Officer, a USDH officer, who assigns work primarily on a long-range basis. Work performed for the Deputy EXO and other staff of the Executive Office is reviewed by them for adequacy and conformance with instructions. Performance evaluation includes input from these staff members. Incumbent is rated according to the level and quality of support provided. Guidance is increasingly less specific in nature as incumbent develops expertise in the function.

b. Available Guidelines:

The ADS, including Series 500 Records and Correspondence procedures, FAM, USAID Handbooks, the Secretarial Handbook, and Mission Orders.

c. Exercise of Judgment:

Considerable judgment is required to recognize when to take an action, when to pass action directly to the Office Chief, to one of the EXO staff, another Office or when to hold action for future response. Judges importance of incoming communications, screening calls and visitors and determining level of required response.

d. Authority to Make Commitments:

Has no authority to commit USG resources.

e. Nature, Level and Purpose of Contacts:

Contacts with mid to high level Colombian officials, U.S. Embassy officials, international organizations and non-governmental organizations to schedule appointments and meetings or provide non-technical information and with all levels within the USAID Mission.

f. Supervision Exercised:

This is a non supervisory position.

g. Time Required to Perform Full Range of Duties:

Nine months.

**SELECTION CRITERIA**

20 points: Work experience demonstrated in office administration practices and procedures.

20 points: Evidence of strong English/Spanish writing and oral skills.

30 points: Demonstrated ability to juggle competing demands and prioritize work accordingly.

30 points: Interpersonal and organizational skills. Demonstrated teamwork ability and computer skills.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES  
SECTION OF THE US AGENCY FOR INTERNATIONAL DEVELOPMENT BY  
FRIDAY, NOVEMBER 26, 2010 AT 4:00 P.M. BOGOTA TIME**

It is the policy of the Agency for International Development to provide equal opportunity in employment for all *people*; to prohibit discrimination because of race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation; and to promote the full realization of a diverse workforce and equal employment opportunity through a continuing diversity enhancement program in the Agency.